

For: Cotton State and County Offices

**Modifications to the Cotton Electronic Warehouse Receipt (EWR) Processing
PC Software for the 2002 Crop Year Contained in PC Release No. 12**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

The Cotton Warehouse Receipt Process must be modified periodically to:

- incorporate current year cotton policy
- correct existing problems
- provide enhancements to the software.

PC Release No. 12, which will be released to the field on October 22, 2002, provides modifications for the 2002 crop year.

B

Purpose

This notice provides State and County Offices with information and instructions about modifications to the Cotton Warehouse Receipt Process software for the 2002 crop year as provided in PC Release No. 12.

C

Contact

State Offices shall direct questions about this notice to Julie Floriani by:

- telephone at 202-720-8374
- e-mail at **julie_floriani@wdc.usda.gov**.

Disposal Date April 1, 2003	Distribution Cotton State Offices; State Offices relay to applicable County Offices
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Notice CN-944

2 Cotton Warehouse Receipt Process Modifications for PC Software

A Modifications and Updates

The Cotton Warehouse Receipt Process for PC software has been modified and updated for the 2002 crop year by:

- eliminating the need for the modem to access the AMS classing database
 - adding a new function to the software which will allow the user to:
 - remove files for a given crop year
 - split out bales from a loan or LDP file into another file
 - merge 2 completed loan/LDP files into a single file
 - incorporating premiums and discounts for crop year 2002
 - removing option 2, “Import Outstanding Loans From Diskette”, from Menu 600
 - adding new functions to backup and restore the Cotton PC application data to the servers
 - adding Provider ID to “Validation Review Report” (PWC742-R001)
 - adding Prep Code field to Screen PWC15000
 - removing Release Code 5
 - adding new status code to “EWR Release Confirmation List”.
-

3 Specific Modification Information

A

AMS Classing Using Network

The use of the modem to access the AMS classing database has been eliminated. Changes to this process will be unseen by the user.

County Offices will:

- continue to submit bale data files for gin direct LDP's as instructed in 7-CN, paragraph 330, which will be uploaded to the Cotton Receipt Tracking System (CRTS)
- no longer access AMS directly.

CRTS will:

- access the AMS database
- return AMS classing to the County Office in a downloaded bale data file.

County Offices shall contact the State Computer Specialist for instructions on modem:

- removal and/or disposition
 - telephone line termination and/or disconnection.
-

B

Provided ID Added

Many buyers and merchants have different holder ID's for each EWR provider system on which they conduct business. Using the incorrect holder ID when releasing EWR's directs CRTS to return EWR's to the incorrect provider system.

The "Validation Review Report" has been modified to indicate which provider issued EWR. County Offices shall use this additional provider ID information to determine the correct holder ID to use when releasing EWR's.

Continued on the next page

Notice CN-944

3 Specific Modification Information (Continued)

C

Premiums and Discounts for CY2002

Cotton PC software has been modified to update the premiums and discounts for the 2002 crop year.

Notice CN-941 instructed County Offices to reprint Bale Recaps to reflect 2002 premiums and discounts once the software was updated. Bale data files completed before the installation of PC Release No. 12 can now be reprinted to reflect the updated premiums and discounts.

D

File "Import" Option Removed

Option 2, "Import Outstanding Loans From Diskette", has been removed from Other Functions Menu 600.

This option was provided to allow users to import any outstanding loans remaining on the Windows95 systems before the WindowsNT upgrade. Because all PC's have been upgraded to WindowsNT, the need for this function no longer exists.

E

Release Code 5 Removed

It has been determined that Release Code 1, "Receipts did not receive Loan or LDP", and Release Code 5, "Receipts Ineligible or released for correction" performed the same function of releasing EWR's to the previous holder.

To reduce duplication and confusion, Release Code 5 has been removed from Screen PWC50000.

Continued on the next page

Notice CN-944

3 Specific Modification Information (Continued)

F

New Status Code

When a County Office downloads EWR's from CRTS, the bale record is marked with their State and county code. This EWR cannot be downloaded or released by another County Office.

Some County Offices prepare loans using classing data downloaded directly from AMS or manually entering classing information into APSS. Using these methods to disburse a loan bypasses CRTS and does not mark the bale with the appropriate State and county code. When the loan is redeemed and EWR's are released to the buyer, CRTS cannot release EWR's because the bale records have not been downloaded by the County Office.

Status code "7-Receipt Not Downloaded" has been added to "EWR Release Confirmation List", Report PWC551-R001, to prevent the release of EWR's which have not been downloaded by a County Office.

When a status code of "7-Receipt Not Downloaded" is received on the "EWR Release Confirmation List" report, County Offices shall:

- create, download, and complete the bale data file according to 7-CN, paragraphs 330 through 342
- **do not** transfer the completed file to APSS
- release EWR's again using Release Code "1", Loan Was Repaid.

G

Prep Code Field Added

Some pre-processed diskettes or e-mail files do not contain a Preparation Code indicating who prepared the loan or LDP. When the completed loan/LDP file does not contain a prep code, the user is required to enter the applicable code when processing the loan or LDP in APSS.

Screen PWC15000 has been modified to allow the user to select a Prep Code when completing the file if the pre-processed diskette or e-mail file did not contain one.

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3 Specific Modification Information (Continued)

H

**Crop Year
Closeout/File
Removal**

Option 4, "Delete Loan/LDP Files from System", has been added to Other Functions Menu 600 which allows the user to remove files for a given crop year. The function gives the user the option to:

- select loans, LDP's, or both for removal
- remove completed files, incomplete files, or both from the system
- retain specific files for a crop year while removing others.

County Offices shall:

- use this option to remove loan and LDP files which are no longer needed on the system
- not use this option to remove:
 - loan files which still have outstanding receipts
 - files containing EWR bales which will need to be released to a new or previous holder, including LDP bales for which CCC is the holder.

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Notice CN-944

3 Specific Modification Information (Continued)

**H
Crop Year
Closeout/File
Removal
(Continued)**

County Offices shall following instructions in the following table to remove files for a given crop year.

Step	Action	Result
1	On Menu 001, click on 6 , “Other Functions”	Menu 600 will be displayed.
2	On Menu 600, click on 4 , “Delete Loan/LDP Files From System”.	Screen PWC64000 will be displayed.
3	On Screen PWC64000, select: <ul style="list-style-type: none"> • crop year to remove • type of files to remove • status of files to remove. Click “ Next Screen ”.	Screen PWC65000 will be displayed.
4	On Screen PWC65000, select files to be removed by clicking on the file sequence number. To select all files, click “ Select All ”. Click “ Next Screen ”.	A dialogue box will be displayed with the question, “Are you sure you wish to delete the selected files?”.
5	On the dialogue box:	
	IF selected files...	THEN...
	are to be removed	click “ Y ”.
	are not to be removed	click “ N ”.
		Selected files will be removed from system. Menu 600 will be displayed. Selected files will not be removed. Menu 600 will be displayed. Repeat steps 2 through 4 to reselect files.

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3 Specific Modification Information (Continued)

**I
File Split**

Option 6, “Split Loan/LDP Files”, has been added to the Other Functions Menu 600 which allows the user to split selected warehouse receipts from the original file into another file. Bales which are placed in the new file will be removed from the original file.

Original bale data files can be split into 2 files:

- before the file has been downloaded
- after the file has been downloaded, but not completed
- after the downloaded file has been completed.

A single file can only be split into 2 separate files. To split a single file into 3 or more files:

- split the original file by selecting bale records to be contained in 1 file
- after removing bale records for the first file, split the original file again by selecting bale records for the next file.

The original file will maintain the same file sequence number. The software will assign a new file sequence number using the County Office’s file prefix to the second file.

If a completed file is split, it is not necessary to download or complete the resulting files again.

Follow instructions in this table to split bale data files.

Step	Action	Result
1	On Menu 001, click on 6 , “Other Functions”.	Menu600 will be displayed.
2	On Menu 600, click on 6 , “Split a Loan/LDP File”.	Screen PWC66000 will be displayed.
3	On Screen PWC66000, select the applicable loan/LDP file to be split by clicking on the File Sequence Number.	Screen PWC67000 will be displayed.

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3 Specific Modification Information (Continued)

I
File Split
(Continued)

Step	Action	Result	
4	Select the Gin Tag(s) to be split from the file by clicking on the Gin Tag number. Click “ Next Screen ”.	Screen PWC68000 will display: <ul style="list-style-type: none"> • original file sequence number • remaining bales • remaining net weight • new file sequence number • new bales • new net weight. 	
5	On Screen PWC68000:		
	IF the original file has been split...	THEN...	
	correctly	click “ Next Screen ”.	Menu 600 will be displayed. If, before the file split, the original file was: <ul style="list-style-type: none"> • not downloaded, process download according to 7-CN, paragraph 341 • downloaded but not completed before split, complete the files according to 7-CN, paragraph 342 • downloaded and completed, transfer files to APSS according to 7-CN, paragraph 343.
incorrectly	click on “ Edit Selection ” to modify bale selection.	Screen PWC6700 will be redisplayed. Repeat step 4 to reselect bales.	

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3 Specific Modification Information (Continued)

J

File Merge

Option 5, “Merge Loan/LDP Files”, has been added to Other Functions Menu 600 that allows the user to merge 2 **completed** loan/LDP files into a single file. Bale data files to be merged shall have:

- been downloaded and completed
- the same characteristics, including:
 - gin code
 - warehouse code
 - compression
 - preparation code
 - tare
 - crop year
- for loan, the same Date Documents Received date
- for LDP, the same LDP rate.

The bale data files will be merged into 1 file with a new file sequence number containing the County Office’s file prefix. The original bale data file will be deleted from the system.

The merged bale data file does not have to be downloaded or completed again.

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3 Specific Modification Information (Continued)

**J
File Merge
(Continued)**

Follow instructions in the following table to merge files.

Step	Action		Result
1	On Menu 001, click on 6 , “Other Functions”.		Menu 600 will be displayed.
2	On Menu 600, click on 5 , “Merge Loan/LDP Files”.		Screen PWC69000 will be displayed.
3	On Screen PWC69000, select first file to merge by clicking “ Select File 1 ”.		Screen PWC69500 will be displayed.
4	On Screen PWC69500, select the first file by clicking on the File Sequence Number.		Screen PWC69000 will display the first selected file to be merged.
5	On Screen PWC69000:		
	IF...	THEN...	
	wrong file was selected	click on “ Select File 1 ”.	Screen PWC69500 will be redisplayed. Repeat step 4 to select correct file.
	correct file was selected, to select second file	click on “ Select File 2 ”.	Screen PWC69500 will be redisplayed.
6	On Screen PWC69500, select the second file by clicking on the File Sequence Number.		Screen PWC69000 will display the second selected file to be merged.

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3 Specific Modification Information (Continued)

J
File Merge
(Continued)

Step	Action		Result
7	On Screen PWC69000:		
	IF...	THEN...	
	wrong file was selected	click on “Select File 2” .	Screen PWC69500 will be redisplayed. Repeat step 6 to select another file.
	duplicate bales exist in the files selected to be merged	the message, “Selected files contain duplicate bales (Gin Tags). See Report” will be displayed. Click “View Duplicates” .	Screen PWC69075 will display a list of bales duplicated in the selected files. For reference, this screen may be printed by pressing “F12”. Before files can be merged, the duplicate bales must be removed by correcting the file using option 4, “Correct a Loan/LDP File”, on Menu 100. The corrected file must be downloaded and completed before merging with another file.
correct file was selected	clicking on “Next Screen” .	Screen PWC68000 will display loan/LDP file summary with: <ul style="list-style-type: none"> • old and new file sequence numbers • total bales • total weight. Click “Next Screen” to complete merge and return to Menu 600.	

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3 Specific Modification Information (Continued)

K

Backup Application Data to Server

Option 7, “Backup Files to Server” has been added to Cotton Warehouse Receipt Login/Setup Menu 000 to allow the user to backup the Cotton PC application data to the new servers which are being installed in the Field Offices. These functions will:

- be used for the transition from WindowsNT to WindowsXP
- provide the user with a means of performing periodic backups of cotton data

County Offices shall backup cotton application data to the server on a weekly basis during the loan/LDP making season by following instructions in the following table.

Step	Action	Result
1	On Menu 000, click on 7 , “Backup Cotton Files To Server”.	Screen PWC90000 will be displayed.
2	On screen PWC90000, click Run Backup .	The process will run. Cotton application data will be copied to the server. When the backup has completed, Menu 000 will be displayed.
3	Click Exit to return to the Windows desktop.	The Windows desktop will be displayed.

Continued on the next page

3 Specific Modification Information (Continued)

L

Restore Selected Files From Server Backup

Option 2, “Restore Selected Files From Server Backup” and option 6, “Restore Files From Server” have been added to Other Functions Menu 600. These options:

- allow users to restore all files or selected files from a backup previously made using option 7, “Backup Files to Server”, as described in subparagraph K
- will be useful in reloading systems after disk crash or core load.

Important: County Offices shall restore cotton application data from the server **only** at the direction of their State Office Computer Specialist or National Help Desk personnel.
